

## Sealed Bid Sales Notice of Work Control Changes

### Important Information

#### NOTIFICATION TO BUYERS AND VENDORS

The Donation, Utilization and Sales Group has adopted new work control as a result of the COVID-19 pandemic. Effectively October 1, 2020, Sealed Bid Sales (SBS) activities have been restarted under new COVID-19 Personal Protective Equipment (PPE) protocols. All visits to the LLNL site will require appointment scheduling and the use of PPE.

#### SITE ACCESS

All interactions with visiting personnel onsite must adhere to the COVID-19 PPE social distancing requirement by maintaining a minimum of 6 feet of separation between yourself and the nearest individual(s).

#### VIEWING INSPECTION PERIOD

Due to the COVID-19 pandemic, the onsite 7-day viewing inspection period has been eliminated. The viewing inspection period will remain available online for the standard 7-days.

- Sales Administration personnel will increase the level of detail provided in the pictures and descriptions uploaded onto the DUS website: <https://dus.llnl.gov/>
- Pictures uploaded to the website will be enhanced to maximize online viewing.

#### SBS PAYMENTS/PROCEEDS

- DUS Operations has assigned the Team Lead to conduct sales transactions and collect payments for lots awarded. The Team Lead will be the primary point of contact for transacting sales proceeds.
- Appointments are required to be made in advance to gain authorized access to the LLNL site.
- See contacts below to schedule an appointment time

Dave Sieg (Lead)	<a href="mailto:sieg1@llnl.gov">sieg1@llnl.gov</a>	(925) 422-8842
John McCauley	<a href="mailto:mccauley4@llnl.gov">mccauley4@llnl.gov</a>	(925) 422-6708

**\*Note:** Effective immediately, DUS Operations will no longer accept personal checks. Please adhere to one of the following methods when arranging payments on SBS lots awarded:

A) Cashier's Check      B) Credit Card      C) Money Order

#### EXCESS YARD

- Incoming drivers are expected to strictly adhere to all posted COVID-19 PPE signage upon entering into the DUS Excess Yard.

Respectfully,  
David Shepard, DUS Group Leader  
Ph: (925) 423-3581, e-mail: [shepard1@llnl.gov](mailto:shepard1@llnl.gov)